

**LOCAL APPLICANT QUESTIONNAIRE  
(FAMILY MEMBER/OFF DUTY MILITARY)**

**AUTHORITY:** Title 5, Code of Federal regulations, Section 5.2 and 5.3, Title 5, USC Section 1301, 1304 and 3301, Sections 8(b), 8(c) and 9(c) of Executive order 10450; Title 42, USC, Sections 1434 and 2585.

**PURPOSE:** Used by Civilian Personnel specialist to make determinations regarding eligibility for employment with the US Forces and employment referral priorities.  
**ROUTINE USES:** Records from the system of records may be disclosed for any of the blanket routine uses published by the Department of Defense. Furnishing the information is voluntary. If you do not give the requested information or give erroneous information, it may result in erroneous employment determinations and may be grounds for not employing you or dismissal after you begin work.

NAME: \_\_\_\_\_ SSN: \_\_\_\_\_  
(Last, First, MI)

PLACE OF BIRTH: \_\_\_\_\_ DATE OF BIRTH: \_\_\_\_\_  
(City & State or Country) (Day/Month/Year)

**SECTION A: TO BE COMPLETED BY ALL APPLICANTS**

**1. STATUS & REASONS FOR BEING IN THE OVERSEAS AREA (Mark "x" and complete information where applicable).**

- a. \_\_\_\_\_ SPOUSE OF ACTIVE DUTY MILITARY MEMBER ASSIGNED TO: \_\_\_\_\_  
(Attach copy of sponsor's PCS orders, or agency documentation showing command sponsorship. (Complete Section B).)
- b. \_\_\_\_\_ SPOUSE OF A DOD CIVILIAN EMPLOYEE ASSIGNED TO: \_\_\_\_\_  
(Attach copy of sponsor's PCS orders, or agency documentation showing command sponsorship. (Complete Section B).)
- c. \_\_\_\_\_ CHILD OF ACTIVE DUTY MILITARY OR DOD CIVILIAN EMPLOYEE ASSIGNED TO: \_\_\_\_\_  
(Attach copy of sponsor's PCS orders, or agency documentation showing command sponsorship. (Complete Section B).)
- d. \_\_\_\_\_ ACTIVE DUTY MILITARY MEMBER SEEKING EMPLOYMENT DURING OFF DUTY TIME:  
(Complete Section C)
- e. \_\_\_\_\_ OTHER: (explain, e.g., Embassy personnel) \_\_\_\_\_

2. US CITIZEN BY: BIRTH \_\_\_\_\_ NATURALIZATION \_\_\_\_\_ (Provide original citizenship) \_\_\_\_\_

3. PASSPORT NUMBER: (DATE AND PLACE OF ISSUE) \_\_\_\_\_

**SECTION B: TO BE COMPLETED BY SPOUSES & CHILDREN OF MILITARY & GOVERNMENT EMPLOYEES**

4. SPONSOR'S NAME AND GRADE: \_\_\_\_\_

5. SPONSOR'S CURRENT ORGANIZATION: \_\_\_\_\_

6. SPONSOR'S CURRENT DUTY PHONE \_\_\_\_\_ 7. SPONSOR'S DEROS \_\_\_\_\_

8. ARE YOU CURRENTLY RESIDING WITH YOUR SPONSOR? \_\_\_\_ YES \_\_\_\_ NO

**SECTION C: TO BE COMPLETED BY ACTIVE DUTY MILITARY MEMBERS SEEKING EMPLOYMENT IN OFF DUTY TIME:**

9. ORGANIZATION TO WHICH YOU ARE CURRENTLY ASSIGNED \_\_\_\_\_

10. DEROS: \_\_\_\_\_

I UNDERSTAND THAT UNDER THE JOINT ETHICS REGULATION MY MILITARY DUTIES TAKE PRIORITY OVER OTHER EMPLOYMENT: \_\_\_\_\_ (Initials)

APPLICANT'S NAME: (Printed) \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_